

PROPOSED SCHEDULE

THE PRESIDENT'S ATTENDANCE AT THE  
SWEARING-IN OF CIA DIRECTOR  
DESIGNATE GEORGE BUSH

Central Intelligence Agency  
Friday, January 30, 1976

10:45 am The President boards motorcade on South Grounds.

MOTORCADE DEPARTS South Grounds en route  
Central Intelligence Agency, Langley, Virginia.

[Driving time: 14 minutes]

10:55 am Justice Stewart, Former Director William Colby,  
and Mrs. Bush proceed onto CIA Auditorium stage.

WALTERS 11:00

10:59 am MOTORCADE ARRIVES Central Intelligence Agency  
Auditorium.

PRESS POOL COVERAGE  
CLOSED ARRIVAL

The President will be met by:

Director Designate George Bush

The President, escorted by Director Designate Bush,  
proceeds to offstage announcement area and pauses for  
announcement.

11:00 am Announcement.

11:00 am The President, escorted by CIA Director Designate Bush,  
proceeds onto CIA Auditorium stage and is seated.

OPEN PRESS COVERAGE  
ATTENDANCE: 525

11:02 am Welcoming remarks, acknowledgements and  
introduction of the President by former Director

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11:05 am Presidential remarks, concluding in the request for the Swearing-in of the Director Designate.

FULL PRESS COVERAGE

11:15 am Remarks conclude.

The President joins Director Designate Bush, Justice Stewart, and Mrs. Bush at the stand-up microphone for the Swearing-in.

*WENT TO STAND AT CHAIRS*

11:27 am Swearing-in Ceremony.

11:31 am Ceremony concludes.

The President and other participants return to their seats.

~~11:32 am Remarks by Director Bush.~~

11:34 am Remarks conclude.

11:35 am Director Bush thanks the President and other guests and concludes the program.

11:36 am The President, escorted by Director Bush, departs stage and proceeds to the main building, where he will view the wall with inscribed stars of 32 agents killed in the line of duty.

NOTE: Following the viewing of the memorial, the President and Director Bush will informally greet approximately 300 CIA employees.

11:55 am The President, escorted by Director Bush, proceeds to motorcade for boarding.

11:57 am MOTORCADE DEPARTS CIA main building en route South Grounds.

[Driving time: 14 minutes]

12:12 pm MOTORCADE ARRIVES South Grounds.

1. Bob Goodwin (IDS Code 145-2535) is in charge and Greg Newell (telephone: 456-2816) is the Assistant. Goodwin may not be here Friday and Newell will run show.
2. President will arrive at 11:00 a.m., and will probably have in his motorcade Cheney, Duval, Marsh and four or five others.
3. Bush should meet President at his limousine in front of auditorium.
4. Seated on stage at that time should be General Walters, Mrs. Bush, Justice Potter Stewart, and Mrs. Ford, if she comes.
5. White House will mark on stage in front of chairs who sits where. We will also brief locally.
6. Rostrum and microphone and seal being provided by White House, as well as flags.
7. Rostrum will be on left side of stage as you face it.
8. Bush and President should walk down right aisle and go immediately to seats. A White House "barker" will announce "The President of the United States" as Bush and the President enter the auditorium
9. After they are on stage and seated, the following sequence of events will take place:
  - a. Gen. Walters should go to microphone, make very brief reference to presence of President and reason why assemblage taking place.
  - b. Gen. Walters then asks the President and Mr. Bush and party to step forward to be sworn (White House will mark on stage where this party should stand and in what order). Mrs. Bush will hold Bible.
  - c. When swearing is over, President will go to microphone and others will return to their seats and President will speak. White House estimates President's speech will be about 10 minutes. Knoche and Lehman are furnishing themes to White House by Close of Business 28 January.

- d. President will introduce Bush who, it is believed, will choose to make remarks of two-three minutes duration.
  - e. At conclusion of Bush's remarks, General Walters will approach microphone and state the ceremony is over.
10. "Presidential Party" (exact members yet to be determined) will then leave stage by opposite aisle from which they walked in. They will proceed out front door, turn right, walk to main entrance of building, enter building, turn immediately right and walk in "roped-corridor" around right-hand side of main lobby. As they approach steps will turn left to center of steps and mount steps to first floor.
  11. Agency employees will be assembled in main lobby area and first floor, right and left of main entrance steps.
  12. Goodwin will determine if President will choose to make brief remarks to Agency employees. If so determined, White House will furnish podium, microphone and public address system for use in lobby. Alternatively, President may wish only to mingle amongst employees. We will be advised.
  13. It is assumed, but not definitely known at the moment, that the President will then depart. Blake will discuss this matter with Mr. Bush.
  14. We may or may not have a bit of a problem with Congressional representatives and other VIP's who, on their own, may wish to come into the building lobby to hear the President's remarks. We are working this problem.
  15. The above represents the sequence of events as now known. There now follows additional considerations:
    - a. In the main building, the White House, Secret Service and Communications will be using part of the Security Duty Office and also the small waiting room adjacent to the Director's elevator. A White House phone will be installed in both locations as well as other communications gear.
    - b. No plans for helicopter -- Presidential party will come in motorcade
    - c. Guest Lists and Seating Arrangements -- at this time the following is known:

- 1) Mr. Bush is having about 80 guests.
  - 2) The White House invitation list has not yet been drawn up and I stressed to Goodwin the necessity of getting it at the earliest moment. It is anticipated it will run about 50 or 60 names.
  - 3) The IC Staff will invite about 60 from the Community.
  - 4) 20 seats will be reserved for newspaper reporters. This will leave approximately 300 seats for Agency employees. We will prorate amongst the five major components and request components to select a representative cross-sampling of personnel.
- d. Media Coverage -- It was agreed no representatives of the foreign press will be invited or allowed to attend. It is estimated, all up, there may be about 80 media personnel, including technicians, etc.
- 1) 20 newsmen by name will be designated to sit in the auditorium.
  - 2) Camera crews, both White House and commercial, will be in the right and left hand corners of the auditorium.
  - 3) We will film and tape from projection booth.
  - 4) It was stressed to White House representatives that if major media wants live transmission, we must be notified soonest because of electrical and logistical problems involved.
  - 4) Words spoken from the stage will be piped real-time to the White House Press Room.
  - 5) The White House will release to press on 28 January, President Ford's visit to CIA.

16. Questions to Discuss with Mr. Bush:

- a. Do you wish to have a printed program?
- b. Details concerning 10:00 a.m. coffee hour.
- c. Details concerning President's departure from building.

- d. Verify that he will make some remarks from the stage.
- e. Detailed annexes to this overall scenario will be developed by the Directors of Logistics, Personnel, Communications, Security and Mr. Angus Thuermer, Asst. to the DCI.

THINGS TO BE CONSIDERED FOR PRESIDENTIAL SWEARING OF MR. BUSH

1. Being sworn as DCI, therefore, senior Community representation must be present.
2. Should any Congressional representation be present and, if so, who decides?
3. Is it to be a public ceremony, i.e., does the President desire or not desire press coverage?
4. Some allocation of 500 seats in auditorium must be made inter-departmentally and decision must be made on who fills the CIA allocation.
5. Who will sit on the stage?
6. Should there be any private meeting before or after the swearing of the President and Mr. and Mrs. Bush?
7. If swearing is at 11:00 a.m., does Mr. Bush wish to invite the President to stay for lunch?
8. Photographic coverage -- will both the Agency and the White House provide photographic coverage? The U.S. Secret Service may have to address this issue. - FOREIGN CORRESPONDENTS
9. Should CIA film and tape?
10. Considerable parking difficulties for VIP cars.
11. Probably should get Presidential Seal to put on rostrum in lieu of CIA Seal.
12. If there is to be television coverage, must get early determination if it to be live or only taped. If live, action has to be taken to insure capability to transmit.
13. Assume President will arrive by car -- possibility of helicopter exists.
14. Insure Presidential picture in lobby of auditorium.
15. Absolutely essential that one (1) individual be put in charge of this event.
16. At earliest opportunity get personal list of invitees from Mr. Bush.
17. Printing of program for ceremony.
18. Don't forget to have a Bible.

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SECURITY ANNEX

1. Effective 0830 30 January 1976, only those individuals possessing Agency badges, or who have a verified reason to enter the compound, will be permitted entry.
2. Members of the Press will be identified by comparing Press identification against a list of authorized media representatives. At this time Press representatives will be issued a special Agency badge.
3. Secret Service agents designated by Chief of the Secret Service detail, Mr. David Clark, will be issued Conference - No Escort Badges.
4. A uniformed, armed, GSA Federal Protective Officer will be stationed outside at the rear of the auditorium where he can observe both emergency exits. His instructions will be to prohibit anyone from approaching those exits.
5. Uniformed, armed, GSA Federal Protective Officers will be stationed at the entrance and exit of the quadrangle in front of Headquarters entrance. These officers (assisted by Security Officer) will permit the Vice Presidential motorcade and the Secretary of State's motorcade to enter quadrangle, discharge their passengers, and depart. The officers will permit the Presidential motorcade to enter quadrangle and park in front of auditorium. While the Presidential motorcade is in the quadrangle, no other vehicles will be permitted to be parked in the quadrangle and no vehicles will be permitted to enter the quadrangle.
6. A Security Officer will be posted in the film booth in the auditorium and will permit only Agency employees to enter the film booth.
7. Arrangements will be made for an Office of Security vehicle to meet the Presidential motorcade at the appropriate turn-off from George Washington Parkway and lead it into the quadrangle without stopping or slowing down at the Agency gates.
8. One Security Officer will be assigned to the Secret Service and White House Staff Operational Center established in the Main Receptionist Office.

9. After the President enters the Headquarters building, subsequent to the swearing in ceremony, stanchions and velvet ropes will be in place to provide a 12 foot wide corridor from the main entrance to the curb where the President's armored car will be moved for his exit from the compound.
10. Three (3) Security Officers will be stationed inside the auditorium to assist the Secret Service in preventing members of the Press from moving too close to the President.
11. Five (5) Security Officers, who will be identified to Secret Service by special badges provided by the Secret Service, will be stationed inside Headquarters to assist Secret Service in the event of an emergency.
12. The DCI Security Staff, who will be armed, will be furnished special identifying badges by the Secret Service which indicate to the Secret Service that they are bearing arms.
13. Arrangements will be made to permit an ambulance, to be provided by the Secret Service, to park in the DCI garage. A Security Officer will be stationed with the ambulance to facilitate communications with the Secret Service.
14. A representative of the Secret Service visited the Office of Medical Services' facilities in the event it is desired to use these facilities in an emergency situation.
15. Stanchions and velvet ropes will be setup to provide a 12 foot corridor along the right hand side of Headquarters entrance past the memorial stars and angling to the center steps and surrounding the podium. The free area around the podium should be a minimum of 10 feet in diameter.
16. Coordination should be established with the Office of Logistics to ensure parking is available for guests. Note that no parking will be permitted in the quadrangle.
17. Subsequent to the swearing in ceremony, the President will walk from the auditorium to the main entrance. The President and his immediate entourage will enter the right hand doors. The distinguished guests will be permitted

to enter, however, staff employees will be requested to utilize another entrance. Secret Service personnel will assist Security Officers in identifying distinguished guests and White House Staff Personnel who do not possess Agency badges.

18. Agency personnel who depart the auditorium through the front entrance of the auditorium may congregate outside doors to the main entrance on either side of the velvet ropes. Security Officers will be stationed in close proximity to the ropes to prevent inadvertent violation of this corridor.
19. The Secret Service technical security specialists and ordnance disposal technicians will search the main entrance way of Headquarters building between the period of 10:30 and 11:00 30 January 1976.
20. The Chief of the Secret Service detail will meet with Mr. Tim Harrington, Chief, Headquarters Security Branch, CIA, at 0930 29 January to discuss implementing details.
21. Mr. Hollis Whitaker has been assigned direct responsibility for Office of Security aspects of the President's visit.

SEATING ALLOCATIONS

Mr. Bush's guests	91
White House invitations	77
White House Staff	105
Senators	19
Secret Service and State Security	3
Writing Press	20
IC Staff (external)	25
Workers (Pers, Log, Commo, Sec)	20
Usherettes	20
	<u>285</u>

499 Seats in auditorium

214 remaining for  
Agency employees

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OFFICE OF COMMUNICATIONS ANNEX TO PRESIDENTIAL VISIT PLANNING

1. OC will provide a Telephone Branch technician and a DOMCA technician to meet and accompany five White House Communications Agency personnel at approximately 1130 Thursday morning. Arrangements have been made with these people to unload equipment at the auditorium, to be badged, and to park in the front parking area. They will be accompanied while they survey the various locations required for the installation of telephones off the White House switchboard, and we will participate along with Mr. Malanick's audio technicians as needed in setting up audio, lighting, microphones, rostrums, etc. in the auditorium.
2. Glenn Shelow, the WHCA team leader, indicated that they would be happy to provide us with an audio tap off of their system if we choose to pipe the ceremony into the lobby.
3. There will be a three microphone clamp on the rostrum right and a standing microphone stage left with a three microphone clamp. Each clamp will contain a microphone for press, primary audio system microphone and a secondary audio system microphone.
4. At this time we know of only one audio line requested by CBS and we have been advised by C&P that they must be informed by 1100 hours Thursday morning if the networks desire video.
5. Mr. Gambino requested and we have determined that a gray secure phone can be installed in the small sitting room off the executive elevator, main front, if desired.
6. Mr. Glenn Shelow, WHCA team leader, <sup>floor</sup>agreed Thursday morning to take care of the audio amplifier and speaker installation in the lobby to pipe in the audio from the swearing in ceremony.